

INFORMATION/INSTRUCTIONS FOR CLINICAL LABORATORY DIRECTOR

REQUIRING LICENSURE

Note: Applicants can now apply online. Please visit the LFS home page. (www.dhs.ca.gov/lfs)

To avoid delays in processing your application, please note the following information and instructions:

You must submit: Application and fee first, then request for college/university transcripts and verification of training/experience to be sent to Attn. CLS, Laboratory Field Services (LFS).

- [a] Each application is a separate and legal document and must be completed in full. The fully completed application will be initially processed in 8-10 weeks while an incomplete application will not be accepted and instead will be returned to the applicant to fill out the item(s) that needs to be completed. This will cause a delay in the evaluation of the application.
- [b] For Directors applying for Clinical Laboratory Bioanalyst, Clinical Chemist, Clinical Microbiologist, Clinical Toxicologist the California State administered examination for licensure is conducted only in California. Out of State applicants must come to California to take the examination. Likewise, out of the country applicants must obtain, on their own, a visa to come to California to take the examination. An out of the country applicant is therefore advised not to submit an application unless a visa is available since Laboratory Field Services (LFS) is not in a position to assist or recommend an applicant to the United States Immigration and Naturalization Service (INS) to obtain the necessary visa. It is the responsibility of the applicant to obtain the visa directly from the U. S. issuing agency based on his/her own merits. The approval by LFS for an applicant to take the examination is not a recommendation to the INS for the issuance of a visa. For director categories of histocompatibility, cytogeneticist, genetic molecular biologist and oral laboratory pathology, board certified written exams will be accepted (please contact your board and have the board submit verification directly to the Department at the address on the application). If required, an oral exam will be scheduled in California before license can be issued. Temporary licenses are not issued.
- [c] An application fee is paid to the California State Department of Health Services and is not refundable in whole or in part. The fee and application are valid for one examination cycle.
- [d] All documents must be sent directly to LFS. Transcripts must be sent from the college or university registrar's office to LFS. Verification of training and/or experience must be sent by the college/university registrar or laboratory director to LFS, and must match with the information provided in the application. Documents, except the application for license, sent by an applicant will not be accepted.
- [e] Deadline dates for the submission of applications and documents for each of the director categories requiring a state administered examination cycles are strictly adhered to by the LFS Personnel Licensing Section. An application postmarked after the deadline date will automatically be considered for the next immediate examination date.
- [f] Request to reschedule an examination, after the evaluation of the application has been completed and approved, will be denied. The applicant will need to be prepared to take the examination for which he/she has been scheduled.

- [i] All licensing examination questions are reviewed by clinical laboratory professionals in California. The questions are of the multiple choice type with four choices for each question but only one correct answer. Subject areas covered in the Clinical Laboratory Bioanalyst generalist director licensing examination are as follows: Clinical Chemistry , Immuno-hematology (blood banking), Hematology , Urinalysis, Parasitology, Serology , Bacteriology, Virology, Mycology , Quality Assurance, Specimen Collection/Phlebotomy and California law. About half of up to 200 examination questions are in the following three subject areas: clinical chemistry, hematology and bacteriology. There are 125 questions in each of the three examinations for the specialist director's licenses. Total time allowed for the general examination is 3 1/2 hours; total amount of time allowed for the limited specialist examination is three (3) hours. California law questions are included in the examination and will be drawn from the law excerpts of the California Business and Professions Code, California Code of Regulations and CLIA.
- [j] Grading of Examination - Examination answer sheets are machine corrected by a professional examination service. Many safeguards are incorporated into the system to assure reliability of this process. Any examination score that is three points or less from the passing score is automatically hand checked by the examination service personnel; hence, a request to recount a score is not honored. All director license category state administered exams must receive a 70% correct answers for a passing score.
- [k] For information about pertinent laws and regulations, please note the following internet address:
- www.leginfo.ca.gov California Law; Business and Professional Code; Healing Arts; Chapter 3; Clinical Laboratory Technology. Sections 1260 and 1264.
 - www.calregs.com; Title17 California Code of regulations (CCR) sections 1030,1030.5-1030.8